

INVITATION TO BID ON PROVIDING ATHLETIC CONCESSION SERVICES

July 18, 2014

The Education Achievement Authority of Michigan (hereinafter "EAA") EAA is soliciting bids for athletic concession services at football games, volleyball games and girls and boys basketball games. The EAA envisions school buildings and school sites that are secure and inviting places for students to learn.

The athletic complexes were built to be physically sound, functionally adequate, and able to meet the current and future enrollments. They are models of organization, cleanliness, and safety for the students and adults who frequent them.

Specifications

As a means of encouraging increased parental involvement, while at the same time creating new revenue opportunities for the EAA athletic programs, the EAA asks that the successful vendor make a good faith effort to use EAA school group(s) (i.e. PTA, Athletic or Band Booster Club, Cheerleaders) to staff each site.

If the vendor is unable to secure An EAA school group to operate any of the concession stands for any event, then the vendor is to provide all services necessary to operate concession stand.

The vendor will customize vending solutions for each location. The vendor agrees to provide each school group with the necessary training required to ensure that the service rendered in each facility meets with all applicable health code standards and customer expectations.

The EAA reserves the right to approve the items to be sold or rented, the portion and the price to be charged to the spectators. No item shall be sold or rented until this approval is obtained. The EAA reserves the right to cancel any contract with any vendor who violates this policy. All concession food products must be in compliance with the EAA Food and Obesity Policies.

Vendor must provide proof of state and city health permits and insurance requirements prior to award. All state and city health regulations pertaining to the concession facilities and personnel shall be rigidly obeyed.

All equipment, tools and other items necessary to operate the concession stands shall be furnished and maintained by the successful proposer.

The Vendor will exclusively operate concession locations at all Six (6) EAA High Schools for boys and girls sporting events. Events will include home football, volleyball and girls and boys basketball games and special events.

Additional concession locations may be added for events as determined by the EAA. Additional events may include special events for High Schools and Middle School athletics and activities.

The selected Vendor will operate the concession building "building", the mobile concession trailer "trailer" and satellite concessions "satellite" when needed.

The vendor is responsible for maintenance and reconditioning concession trailers at their expense prior to and during the concession seasons.

There shall be no right to sell any beer or intoxicating liquors as defined by the State of Michigan.

Vendor agrees to adhere to any and all Agreements that the EAA has in place or secures with food or beverage vendors (i.e. soda pop companies).

The period of coverage under this contract is the regular 2014-15 school term ending June 30, 2015 with an EAA option for the 2015-16 school term ending June 30, 2016.

To submit your bid, please review the enclosed bid specifications and determine whether your business meets our minimum requirements. Then please complete the Menu and Costs Form and Survey to Qualify Athletic Concession Services Vendors. The survey is not as complicated as it first appears and it should take you less than a half hour to complete. No bid will be considered unless accompanied by this survey.

The Menu and Costs Form and Survey to Qualify Athletic Concessions Services Vendors must be delivered to Jamie Glavin, Procurement Manager via email to jglavin@eaaofmichigan.org **by 5:00 p.m. on Thursday, July 31, 2014. Emails must be clearly labeled "Athletic Concession Services Bid"**. Late bids will not be considered.

Although price is a consideration, EAA is primarily concerned with working with a quality athletic concessions services vendor which has a history of stability and professionalism. EAA will not be obligated to award this contract to the lowest vendor.

We request that all vendors use the enclosed survey form exclusively to tell us about their companies and we ask that no additional items, such as advertising or brochures, accompany the Bid Form and Survey to Qualify Athletic Concessions Service Vendors.

Questions should be directed via email to Jamie Glavin, Procurement Manager, jglavin@eaaofmichigan.org, 313/263-9837, **no later than 10:00 a.m. Thursday, July 24, 2014.**

BID SPECIFICATIONS

License Requirements

- Must be licensed as required under any applicable laws

Minimum Insurance Requirements

- Workers Compensation--statutory limits
- General Comprehensive General Liability--\$1 million each occurrence/\$3 million general aggregate with a maximum deductible of \$5,000
- Errors & Omissions--full policy limits
- Personal injury part covering false arrest/detention, invasion of privacy, libel and slander--preferably full policy limits
- Assault & Battery coverage

Note: Liability insurance must be of the type known as occurrence form coverage. Claims-made coverage is not acceptable. EAA may require that the service selected add the district as an additional insured on the liability policy, but only with respect to the negligent acts errors or omissions of the named insured.

Non-discrimination

- Vendors must be equal opportunity employers

Training

- Site specific training to be provided at vendor expense

Recertification would be handled at the expense of the contract service. Additionally, should personnel replacements be made, it will be the responsibility of the contract service to provide training certification of replacements at its expense.

Minimum Background Required

- Criminal conviction history records search
- Michigan Public Sex Offender Registry search

Ability to Provide Additional Coverage

- Ability to provide additional coverage for non-athletic meets and other special events
- Ability to provide emergency response coverage in the event of unforeseen adverse events

General Evaluation

The EAA will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered. It is not the practice of the district to purchase on the basis of low price alone. Contracts may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the EAA shall be based upon the actual quantities supplied. In determining the "lowest responsible" offer, the EAA may consider, in addition to price, other factors such as compliance with the bid documents, delivery requirements, suitability of product, costs of maintenance and operations, training requirements, warranties, availability of repairs or other services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item.

The district may award a contract to the responsive, responsible vendor with the lowest aggregate offer. If unable to award as a package, the district will evaluate proposals and may award alternate awards.

In determining how to award a contract or contracts in conjunction with the Invitation to Bid, the District shall consider the following:

- The purchase price;
- The reputation of the vendor and of the vendor's goods or services;
- The quality of the vendor's goods or services;

- The extent to which the goods or services meet the district's needs;
- The vendor's past relationship with the district;
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- The total long-term cost to the district to acquire the vendor's goods or services; and
- Any other relevant factor specifically listed in the request for bids or proposals.

SURVEY TO QUALIFY ATHLETIC CONCESSIONS SERVICE

A. IDENTIFICATION OF VENDOR

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Contact Name: _____

Location of business headquarters or location of parent company headquarters:

Same as above____ (or) City/State-Province/Country: _____

B. BUSINESS STRUCTURE

Proprietorship____ Partnership____ LLC____ S-Corp____ Corporation (C-Corp) _____

If relevant, incorporated in the state of: _____

C. BUSINESS OWNERSHIP

Please list principals. If the business is a corporation, please list officers, board members and stockholders owning 20% or more of the stock.

NAME	CITY OF RESIDENCE	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. GENERAL BUSINESS BACKGROUND

Year business was founded_____ 2013 sales volume_____

Where does your business provide concession services? Locally only____ Statewide____ In states other than Michigan____ Nationwide____ Internationally____

Has the business ever filed for bankruptcy protection? Yes____ No____

Would you provide a copy of your business's latest profit and loss statement and/or annual report if requested? Yes____ No____

Banking reference: _____

Are there any unresolved complaints against your business on file with Michigan DELG or any law enforcement agency? Yes____ No____ (If yes, please attach details)

Are there any unsatisfied federal, state, or local tax liens against your business at present, or any current issues in dispute regarding federal, state or local tax?
Yes____ No____ (If yes please attach details)

If the business is a LLC, S-Corp or C-Corp, can a certificate of good standing be obtained from the State of Michigan upon request? Yes____ No____

Former company name(s), if any, and year(s) established:

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Number of employees in firm locally_____

Total of employees in firm (all office locations)_____

Who will be your designated representative assigned to the EAA?_____

Who is the senior member of the firm assigned to the EAA?_____

E. LICENSING (any Federal, State or local requirements)

Name of licensee: _____

License Number: _____ Expires: _____

Name of licensee: _____

License Number: _____ Expires: _____

3. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM
Please indicate below the types of services your firm could supply to the EAA:

A .

F. PROJECT REFERENCES

Please list any completed education-related Athletic Facilities Concessions events that would be representative of your firm's work and services provided within the last three years.

- A. Athletic Facilities Concessions Event
District _____
Contact person/title _____
Phone number _____
Scope of Project _____
- B. Athletic Facilities Concessions Event
District _____
Contact person/title _____
Phone number _____
Scope of Project _____
- C. Athletic Facilities Concessions Event
District _____
Contact person/title _____
Phone number _____
Scope of Project _____

G. ATHLETIC FACILITIES CONCESSIONS

Vendors should provide a comprehensive description of their Athletic Facilities Concessions Process. This description should include but not be limited to:

- A. Goods and Services suitable for Athletic Facilities Concessions procurement
B. Identify all required forms and information required from the District to create a Athletic Facilities Concessions. A pre-bid checklist with examples of all required documentation.

Attach additional documents and brochures as needed to fully describe your ATHLETIC CONCESSIONS.

H. CONTRACT

Does your business always require a written contract? Yes ____ No ____

If yes, please enclose a copy of your standard contract.

Would your business guarantee the rates quoted to EAA through the end of the 2015-16 school year?
Yes ____ No ____

I. INSURANCE COVERAGE

1. WORKERS COMPENSATION

Carrier _____

Agent: _____

Policy dates from _____ to _____

2. LIABILITY COVERAGE

Carrier _____

Agent: _____

Policy dates from _____ to _____

Limits of General Comprehensive Liability Policy _____

Deductible on General Comprehensive Liability Policy _____

Exclusions on liability coverage _____

Endorsements/riders on liability coverage (e.g. errors & omissions, etc.) _____

Do you additionally carry an umbrella policy or other excess coverage?

Yes _____ No _____ If yes please provide details below

Can EAA be covered as an additional insured on this liability policy with respects to liability created by the negligent errors, acts or omissions of your service? Yes _____ No _____

L. PERSONNEL BACKGROUNDS & TRAINING

Are all applicants cleared in regard to school criminal record checks prior to assignment?

Yes _____ No _____ (If no, please explain your situation)

Are all applicants cleared through the Michigan Public Sex Offender Registry?

Yes _____ No _____

Are applicants checked through the United States Government E-Verify program prior to assignment?

Yes _____ No _____

Do applicants undergo a drug screening prior to assignment? Yes____ No ____

Has your business ever accepted government subsidies to hire economically disadvantaged or other special classes of persons?

Yes____ No ____

Are background checks conducted on applicants? Yes____ No____ If yes, please recap the background performed

Please describe your training program? _____

R. COMMUNICATIONS

Please explain how EAA management would contact your company during the evening, weekends and in the event of an emergency situation?

S. ASSOCIATIONS, PROFESSIONAL UPDATING, LEGISLATIVE ACTIVISM

Please list associations in which your business or members of management hold membership. Also, please comment on any participation with legislative activities (only as they regard to the food services and concessions industry) and how you keep up to date on changes in statutes and other legal requirements.

T. EXPERIENCE WITH SCHOOLS AND SIMILAR ENVIRONMENTS

Does your business provide athletic concession services at any schools at this time? Yes____ No ____

If yes, which ones _____

Do any members of your management team have specific experience in managing Athletic Concessions at schools or similar educational environments? Yes ____ No ____

If yes, please elaborate _____

U. REFERENCES

Please list three Metro Detroit area clients where your business has provided concession services for two years or more.

Business/Entity _____

Contact Person _____ Telephone _____

Address/City/Zip _____

Business/Entity _____

Contact Person _____ Telephone _____

Address/City/Zip _____

Business/Entity _____

Contact Person _____ Telephone _____

Address/City/Zip _____

I certify that the data provided in the foregoing survey is accurate and complete and understand that falsification of any portion of this survey will disqualify my business as a vendor.

(COMPANY NAME)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

MENU and COSTS

Next to each item please enter your proposed selling price:

Beverage Items

Water

Juice

Soda Pop

Coffee

Tea

Hot Chocolate

Gatorade

Food Items

Fresh Pizza

Hamburgers

Cheeseburgers

Kosher Hot Dogs

Sausages

Nachos

Dessert and Snack Items

Cakes

Pies

Chips

Popcorn

Candy Bars

Percentage of Gross Sales Returned to the EAA

If utilizing EAA provided labor:

If no EAA provided labor available:

VENDOR: PLEASE RETURN THIS BID FORM ALONG WITH THE COMPLETED SURVEY TO QUALIFY ATHLETIC CONCESSIONS SERVICE VENDORS to Jamie Glavin, Procurement Manager via email to jglavin@eaaofmichigan.org **by 5:00 p.m. on Thursday, July 31, 2014. Emails must be clearly labeled "Athletic Concession Services Bid"**. Late bids will not be considered.